



## **STATE OF DELAWARE**

### **SELECTIVE PLACEMENT PROGRAM PROCEDURES**

**As Amended January 2012**

1. Individuals wishing to obtain employment in a State of Delaware merit position through the Selective Placement Program should contact the Office of Management and Budget's Selective Placement Program Manager, the designee for the Director of the Division of Vocational Rehabilitation (DVR), and/or the designee for the Director of the Division for the Visually Impaired (DVI).
2. Either DVR or DVI certifies whether the individual has a disability using the standards in the Americans with Disabilities Act. Once certified as disabled, the State's Program Manager, in consultation with DVI and DVR, determines whether the individual is eligible to participate in this program. Eligibility is based on an individual having a physical or mental impairment that impacts his/her ability to participate in the competitive selection process. The individual does not have to be receiving services from DVR or DVI at the time in order to be certified as eligible. Certification for this program does not preclude individuals from applying competitively for other State jobs.
3. Once certified as eligible, DVR or DVI notifies the applicant to complete the practice application in DEL and submit a Selective Placement Program form to Human Resource Management (HRM) to signify that the applicant has been certified. HRM reviews the practice application to determine which classification job requirements the applicant may meet. HRM notifies the applicant's Employment Specialist at DVR or DVI which classifications the applicant may qualify for and the applicant selects which classes they wish to apply. A Supplemental Questionnaire is sent to them for the specific classes that they select. Once the Supplemental Questionnaire is reviewed, the applicant will apply in DEL through the Free Name module to all classes that they meet the job requirements for and wish to apply. Hiring agencies access all Free Names and add the applicants for that classification to the referral list. The Selective Placement candidates are considered an addition to the top 30 on the referral list. Title 29, 5904A of Delaware Code states, in part, "Such employment shall be by appointment without a competitive recruitment and without listing on a referral list." Thus, Selective Placement candidates can be hired without a competitive posting and without interviewing any other potential job candidates. Therefore agencies may review Selective Placement candidates in DEL at any time, do an interview and immediately hire a Selective Placement candidate for a specific position.
4. The candidate selected to fill the vacancy shall be appointed for a probationary period. The probationary period shall be in accordance with Chapter 9 in the Merit Rules or the prevailing union contract, if applicable. Upon the Director of Human Resource Management's approval, probationary periods may be extended.

5. If the appointee is eligible for services from DVR or DVI, that agency will provide vocational rehabilitation services and assist with any reasonable accommodations, which are appropriate.

6. After successful completion of an initial probationary period, the incumbent shall leave the Selective Placement Program, and the incumbent shall become a Merit employee.

7. If the appointee's work performance is unsatisfactory during the probationary period, the certifying agency and the Office of Management and Budget will be notified and the appointee's employment shall be terminated. Such termination shall not preclude a candidate from appointment to another placement under this program.

Current contact information for the Selective Placement Program:

Selective Placement Program Manager - Jane Hahn  
Haslet Armory  
122 William Penn St.  
Dover, DE 19901  
Phone: 302.672.5173  
Fax: 302.739.3000

Director, DVR (designee) - Cynthia Fairwell  
4425 N. Market St.  
Wilmington, DE 19809  
Phone: 302.761.8275  
Fax: 302.761.6611

Director, DVI (designee) - Loretta Harper-Brown  
1901 N. DuPont Hwy.  
New Castle, DE 19720  
Phone: 302.255.9786